United Nations ST/SGB/2013/5

Secretariat

5 August 2013

Secretary-General's bulletin

Organization of the Department of Safety and Security

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and pursuant to General Assembly resolution 59/276 on questions relating to the programme budget for the biennium 2004-2005, and for the purpose of establishing the organizational structure of the Department of Safety and Security, promulgates the following:

Section 1
General provision and definitions

1.1 The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

1.2 For the purposes of the present bulletin, the following definitions shall apply:

The "United Nations Security Management System" means the strengthened and unified United Nations security management system instituted by the Secretary-General pursuant to General Assembly resolution 59/276, section XI, paragraphs 4 and 16, adopted on 23 December 2004. The United Nations Security Management System is comprised of the United Nations Secretariat, Offices away from Headquarters, regional commissions and international tribunals, as well as the agencies, funds and programmes of the United Nations system.

The "Inter-Agency Security Management Network" is a working group of the High-level Committee on Management designed with the goal of enabling the effective and efficient conduct of United Nations activities while ensuring the security, safety and well-being of staff as a high priority.

Section 2
Functions and organization

2.1 The Department of Safety and Security:

(a) Strengthens the United Nations Security Management System by enabling the safest and most efficient conduct of the programmes and activities of

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the United Nations system and by providing leadership, operational support and oversight of the United Nations Security Management System;

(b) Provides leadership, strategic guidance and an integrated coordination framework to enable the conduct of United Nations activities while ensuring the safety, security and well-being of personnel and the security of United Nations premises and assets;

(c) Provides security expertise to all United Nations Security Management System entities, to enable the planning and safe conduct of mandates, missions, activities and programmes of the United Nations system;

(d) Leads the concerted development, across the United Nations Security Management System entities, of standardized security policies and procedures through an integrated and interdependent organizational approach by working closely with the security services of all the United Nations Security Management System entities, under the umbrella of the Inter-Agency Security Management Network;

(e) Delivers integrated, efficient and coherent security support to United Nations field operations, drawing together standardized policy, field support, and other critical elements and links with other United Nations entities, including through its leadership to address safety and security needs, particularly in the case of crisis or emergency;

(f) Ensures effective security risk management through the establishment of a coordinated security threat and risk assessment mechanism within the framework of a common system-wide methodology;

(g) Identifies and evaluates the security-related threats and risks faced by the United Nations civilian personnel when delivering their programmes as mandated by the General Assembly and the Security Council;

(h) Ensures a coherent, effective and timely response to all security-related threats and other emergencies;

(i) Leads and supports the cooperation and collaboration among United Nations Security Management System entities, including their headquarters and field offices, in the planning and implementation of measures aimed at improving staff security, training and awareness;

(j) Promotes and coordinates strategic and operational partnerships within the United Nations Secretariat and with other organizations in the United Nations system, regional organizations and other multilateral and bilateral institutions and Member States to ensure that appropriate security measures are an integral part of the planning for existing and newly mandated United Nations operations;

(k) Provides leadership, oversight, strategic guidance and technical support to the Security and Safety Services of all entities of the Secretariat in New York and to the Offices away from Headquarters, regional commissions and international tribunals, by agreement;

(l) Establishes, oversees and maintains the necessary capacity to ensure the systematic and coordinated management of the need for close protection throughout the United Nations Security Management System;

(m) Guides and promotes gender-sensitive approaches to the planning, design and implementation of policies and operational activities led by the Department and takes action to promote gender balance at all levels and ensure a gender-friendly work environment at Headquarters and in the field.

2.2 The Department of Safety and Security is composed of the Office of the Under-Secretary-General for Safety and Security, the Division of Headquarters Security and Safety Services, the Division of Regional Operations and the Field Support Service.

2.3 The Department is headed by the Under-Secretary-General for Safety and Security. In performing his/her functions, the Under-Secretary-General is supported by the Assistant Secretary-General. The Under-Secretary-General, the Assistant Secretary-General and the officials in charge of each organizational unit perform the specific functions set out in the present bulletin.

2.4 To ensure coherence and, where appropriate, coordination with non-United Nations partners, the Department maintains the following mechanisms:

(a) Strategic cooperation frameworks and regular communication with regional and subregional organizations and international institutions on security-related issues;

(b) Modalities for coordination and information-sharing for all safety and security-related matters;

(c) Regular strategic dialogue and exchange with United Nations partners through meetings of the Secretary-General's Policy Committee, the Executive Committee on Peace and Security and other relevant senior management forums.

Section 3
Under-Secretary-General for Safety and Security

3.1 The Under-Secretary-General for Safety and Security is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all activities of the Department of Safety and Security. The core strategic functions of the Under-Secretary-General include:

(a) Advising the Secretary-General on all matters related to the security and safety of personnel, premises and assets of the United Nations;

(b) Representing or ensuring the representation of the Secretary-General on all security-related matters with governing bodies, agencies, funds and programmes of the United Nations common system and administrative advisory bodies;

(c) Preparing reports of the Secretary-General on all security-related matters;

(d) Maintaining close liaison with the host countries' authorities and Member States to strengthen and implement the host countries' primary responsibility for the safety and security of United Nations personnel, premises and assets;

(e) Leading and managing the Department of Safety and Security, and providing executive direction and control of the United Nations Security Management System and ensuring the overall safety and security of United Nations

personnel, their eligible family members and United Nations premises and assets at headquarters locations and in the field;

(f) Coordinating with the organizations of the United Nations Security Management System to ensure implementation, compliance and support for security aspects of their activities;

(g) Convening and chairing meetings of the Inter-Agency Security Management Network and the Executive Group on Security;

(h) Overseeing the development of security policies, practices and procedures for the United Nations Security Management System worldwide;

(i) Providing oversight, strategic policy and operational guidance to the Designated Officials for Security appointed by the Secretary-General and other field representatives deployed by the United Nations Security Management System entities;

(j) Taking all necessary measures on behalf of the Secretary-General, in coordination with the United Nations Security Management System, to ensure that United Nations personnel are properly informed about, and operate in conformity with, existing policies, minimum operating security standards and relevant codes of conduct, are trained and duly authorized in the areas of safety and security.

Section 4
Assistant Secretary-General for Safety and Security

4.1 The Assistant Secretary-General for Safety and Security is accountable to the Under-Secretary-General for Safety and Security.

4.2 The core functions of the Assistant Secretary-General include:

(a) Supporting the Under-Secretary-General in the full range of his/her responsibilities, including assuming responsibility for all operational activities of the Department related to tasking, planning the optimum use of resources, expertise and experience, and overseeing and assisting the Department's senior leadership in the discharge of their functions;

(b) Maintaining liaison with Designated Officials, representatives of Member States, regional groups, host government authorities and other senior leadership within the scope of the United Nations Security Management System, both at Headquarters and field locations;

(c) Supervising and overseeing the Executive Office in carrying out its delegated financial, personnel and general administrative responsibilities;

(d) Overseeing and strengthening the day-to-day, internal management of the Department, as well as representing the Department in the absence of the Under-Secretary-General;

(e) Supporting the Under-Secretary-General in the performance of his/her functions as executive head of the Department, including by coordinating the work of various units both at Headquarters and in the field, and overseeing the preparation of reports to intergovernmental bodies;

(f) Overseeing the work of the Policy and Compliance Service, the Field Support Service and the Executive Office.

Section 5
Office of the Under-Secretary-General for Safety and Security

5.1 The Office of the Under-Secretary-General consists of the front office, the Policy and Compliance Service and the Executive Office.

5.2 The front office of the Under-Secretary-General provides support to the Under-Secretary-General and the Assistant Secretary-General in carrying out their functions, which include the coordination of the work of the various units at Headquarters and in the field, and overseeing the preparation of reports to intergovernmental bodies.

Policy and Compliance Service

5.3 The Policy and Compliance Service is headed by a Chief, who is accountable to the Assistant Secretary-General. The Service consists of the Compliance, Evaluation and Monitoring Section and the Policy, Planning and Coordination Unit, each of which is headed by a Chief, who is accountable to the Chief of Service.

5.4 The Chief of the Service and the Chief of the Policy, Planning and Coordination Unit serve as the secretariat for the Inter-Agency Security Management Network and are accountable to the Assistant Secretary-General. The secretariat for the Inter-Agency Security Management Network provides inputs to the Under-Secretary-General.

5.5 The core functions of the Policy, Planning and Coordination Unit include:

(a) Reviewing and recommending policies and guidelines required for the United Nations Security Management System;

(b) Producing substantive policy documents and providing review of policy drafts prepared by other United Nations organizations on safety and security-related matters;

(c) Producing reports of a substantive nature to the legislative organs of the United Nations on behalf of the Department on safety and security-related matters;

(d) Enhancing the coordination and integration of, and compliance with, policies and procedures within the United Nations Security Management System.

5.6 The core functions of the Compliance, Evaluation and Monitoring Section include:

(a) Monitoring and evaluating the implementation of, and compliance with, security policy, procedures and guidelines of the United Nations Security Management System;

(b) Advising members of the United Nations Security Management System on compliance-related matters;

(c) Planning, coordinating and conducting inspections and compliance managerial reviews;

(d) Advising on the development of security compliance training in close collaboration with the Training and Development Section;

(e) Conducting strategic and thematic evaluations and promoting knowledge management, including lessons learned and best practices in safety and security-related matters.

Executive Office

5.7 The Executive Office is headed by an Executive Officer, who is accountable to the Under-Secretary-General.

5.8 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

5.9 The Executive Office undertakes inter- and intradepartmental coordination on issues relating to human resources, budgetary, logistics and general administrative matters, including at the inter-agency level, as they relate to the area of safety and security.

5.10 The Executive Office coordinates with the United Nations Development Programme, the Department of Field Support and the Department of Peacekeeping Operations on the administration and support provided to the Department of Safety and Security field offices and with the local administrations of the Offices away from Headquarters and the regional commissions to ensure consistency in the administrative practices of the local security and safety services.

Section 6
Division of Regional Operations

6.1 The Division of Regional Operations is headed by a Director, who is accountable to the Under-Secretary-General. The Division consists of the Threat and Risk Assessment Unit, the Peacekeeping Operations Support Section and the Regional Sections.

6.2 The Division of Regional Operations is responsible for the management of regional operations for safety and security and serves as the safety and security focal point for field duty stations, providing primary operational and technical support, including:

(a) Providing technical advice and guidance to Designated Officials for Security, Security Management Teams and Security Advisers according to existing policies and guidelines, best practices and lessons learned, and to assist them in the discharge of their functions and responsibilities for security;

(b) Effectively coordinating safety and security matters in the field with United Nations Security Management System entities including agencies, funds and programmes;

(c) Coordinating with the Department of Peacekeeping Operations, the Department of Political Affairs and the Office for the Coordination of Humanitarian Affairs on the planning, implementation and review of safety and security programmes for peacekeeping, humanitarian and other special missions in the field;

(d) Ongoing monitoring and evaluation of the effectiveness, efficiency and coherence of existing security arrangements, procedures, modalities and practices in field duty stations;

(e) Coordinating contingency planning and crisis preparedness and timely response in field duty stations to security crises;

(f) Developing security requirements and arrangements for new missions as well as for special, regular and emergency operations;

(g) Programme and budget planning for regional operations to ensure the deployment of critical security resources to locations with the highest requirements, including the planning and administration of surge deployment.

6.3 The Division of Regional Operations is also responsible for management of the Communications Centre, which, for the purpose of timely information-sharing, is geographically co-located within the United Nations Operations and Crisis Centre, a jointly staffed Secretariat-wide crisis and coordination centre. The core functions of the Communications Centre include:

(a) Maintaining round-the-clock emergency communications at Headquarters and with field duty stations on security matters;

(b) Organizing round-the-clock dispatch of official correspondence, including communiqués, security clearances and other official communications of the Department of Safety and Security and videoteleconferences between Headquarters and field duty stations;

(c) Providing operational support to the United Nations Operations and Crisis Centre, as well as with Regional Sections and the Peacekeeping Operations Support Section in crisis situations;

(d) Round-the-clock monitoring of open media sources to provide timely alerts on evolving events and developments that may impact on the safety and security of the United Nations system worldwide.

6.4 The Threat and Risk Assessment Unit is headed by a Chief, who is accountable to the Director of the Division. The core functions of the Threat and Risk Assessment Unit include:

(a) Identifying, in a timely manner, developing threats that may affect civilian personnel, assets and operations of the organizations of the United Nations system;

(b) Developing strategic, regional and country-specific security threat and risk assessments as required by the Department, Division and other actors of the United Nations Security Management System;

(c) Providing analytical and assessment support to other sections of the Division and field duty stations in the review of threat and risk assessments;

(d) Developing methodologies for security analysis and the training of security analysts in the field and methodological support and oversight over the outputs of security analysts in the field;

(e) Developing and distributing timely security threat information to all actors of the United Nations Security Management System at Headquarters and in the field;

(f) Developing security risk assessments for activities and travel conducted by Senior United Nations Officials, including development of Personal Security Risk Assessments.

6.5 The Peacekeeping Operations Support Section is headed by a Chief, who is accountable to the Director/Deputy Director of the Division. The core functions of the Peacekeeping Operations Support Section include:

(a) Providing effective security support to Integrated Operational Teams and other mission-focused work groups of the Department of Peacekeeping Operations;

(b) Coordinating security issues with the Department of Field Support;

(c) Ensuring that peacekeeping missions have complied with all United Nations security management policies and guidelines.

6.6 Each of the Regional Sections is headed by a Chief, who is accountable to the Director/Deputy Director of the Division. Both the Regional Sections and the Peacekeeping Operations Support Section are responsible for the day-to-day management of security operations in the field in countries and areas under their responsibilities, including:

(a) Coordinating daily with Designated Officials for Security and Security Advisers in the field on all security-related issues affecting United Nations personnel, assets and operations;

(b) Reviewing and endorsing Security Risks Assessments, Security Plans, Minimum Operating Security Standards and Minimum Operating Residential Security Standards, and ongoing review of security levels wherever United Nations operations occur;

(c) Ensuring adequate contingency planning in the field, identifying possible crisis scenarios, plans of action, response strategies, required resources and arrangements;

(d) Developing crisis response strategies and provision of crisis response assistance, technical advice and guidelines to the field in contingency situations resulting from safety and security accidents and incidents;

(e) Coordinating with the Department of Peacekeeping Operations, the Department of Political Affairs and the Office for the Coordination of Humanitarian Affairs in the planning, implementation and review of safety and security programmes for peacekeeping, humanitarian and other special missions in the field;

(f) Monitoring compliance with security policies, procedures and modalities and implementation of Minimum Operating Security Standards and Minimum Operating Residential Security Standards at field duty stations and by security components of peacekeeping operations and other special missions in the field, in close coordination with the Compliance, Evaluation and Monitoring Section.

Section 7
Division of Headquarters Security and Safety Services

7.1 The Division of Headquarters Security and Safety Services is headed by a Director, who is accountable to the Under-Secretary-General.

7.2 The Division consists of the Protection Coordination Unit and the Security and Safety Services/Sections located at United Nations Headquarters in New York, the Offices away from Headquarters, the regional commissions and the international tribunals.

7.3 The Division of Headquarters Security and Safety Services is responsible for the strategic management of safety and security operations at the Security and Safety Services/Sections locations, providing primary operational and technical support, including:

(a) Providing technical advice and guidance to Directors General, Executive Secretaries and Registrars of the Security and Safety Services/Sections locations, and Chiefs of Security Advisers according to existing policies and guidelines, sharing best practices and lessons learned, assisting in the discharge of their functions and responsibilities for security;

(b) Providing the framework to ensure standardization, and the integration of, practices and procedures in the Security and Safety Services/Sections;

(c) Acting as the focal point for consultation and advice within the Secretariat and with specialized agencies of the United Nations system regarding all security and safety policy issues, in particular the provision of security and safety operations at any United Nations system premises by providing policy direction and standards;

(d) Ongoing monitoring and evaluation of the effectiveness, efficiency and coherence of existing security arrangements, procedures, modalities and practices at the Security and Safety Services/Sections locations;

(e) Coordinating contingency planning and crisis preparedness and timely response at the Security and Safety Services/Sections locations;

(f) Advising on and coordinating security support for planning and implementing security arrangements for special events organized or sponsored by United Nations Security Management System organizations at locations and venues external from their headquarters;

(g) Closely collaborating with the Executive Office, acting as focal point for advice within the Division's responsibilities, on administrative matters such as budget and human resources issues as needed.

7.4 The Protection Coordination Unit is headed by a Chief, who is accountable to the Director of the Division. The core functions of the Protection Coordination Unit include:

(a) Developing a global repository of United Nations Security Management System policy and guidance to support the delivery of protective services while maintaining strategic oversight of all aspects of protective services operations within the United Nations system;

(b) Providing requisite guidance and oversight for global protective service operations for Senior United Nations Officials in a systematic and coordinated manner by identifying United Nations close protection assets to meet operational needs;

(c) Monitoring policy and guideline implementation and providing direction to resolve any failings by ensuring regular updating of an assignment and travel-tracking mechanism of Senior United Nations Officials;

(d) Acting as the focal point for consultation and advice to other United Nations Security Management System entities, regarding all issues affecting the provision of protective services;

(e) Developing a strategic human resources platform from which the United Nations system can recruit protective services officers;

(f) In close consultation with the Division of Field Support Service, supporting the development and implementation of a robust training programme for officers delivering protective services within the United Nations system.

7.5 Each Security and Safety Service/Section at United Nations Headquarters in New York, the Offices away from Headquarters, the regional commissions and the international tribunals is headed by a Chief, who is accountable to the Director of the Division as well as the Director General/Executive Secretary or his/her designee.

7.6 The core functions of the Security and Safety Services/Sections include:

(a) In accordance with the policies and guidelines of the United Nations Security Risk Management process, professionally managing risk utilizing state-of-the-art practices to establish a safe and secure environment for representatives, United Nations personnel and visitors at the designated United Nations premises, enabling the implementation of programmes;

(b) Protecting organizational assets by continuous review of vulnerabilities and developing and implementing appropriate and cost-effective risk mitigation strategies utilizing human resources and innovative technologically based applications solutions;

(c) In the context of organizational enterprise risk management, developing and exercising scenario-specific emergency preparedness response plans for significant natural and man-made situations as part of crisis management and business continuity;

(d) Maintaining liaison with local law enforcement authorities to facilitate cooperation and adherence to the relevant requirements for protection of United Nations personnel and assets, in accordance with respective host country agreements at the various duty stations;

(e) Providing specialized services, including protective services to Senior United Nations Officials and visiting dignitaries, investigatory capability, risk assessment functionality, hostile surveillance detection, information security and medical response;

(f) Providing security managers and personnel to assist United Nations organizations holding special events and external conferences at locations and venues away from United Nations premises.

Section 8
Division of Field Support Service

8.1 The Division of Field Support Service is headed by a Chief, who is accountable to the Assistant Secretary-General. The Service consists of the Training and Development Section, the Critical Incident Stress Management Unit, the Aviation Risk Management Office and the Crisis Management Information Support Section.

8.2 The Training and Development Section is headed by a Chief, who is accountable to the Chief of the Service, and its core functions are as follows:

(a) Managing the development and implementation of a United Nations security knowledge transfer and training strategy for all target groups within the United Nations Security Management System;

(b) Based on competencies and the roles and responsibilities identified in the framework of accountability for the United Nations Security Management System, developing knowledge transfer and training objectives, standards and programmes of instruction for all actors in the United Nations Security Management System;

(c) Evaluating skill requirements and identifying training needs for effective security management;

(d) Delivering training, including core and specialist courses for the United Nations Security Management System based on the security training strategy as defined by the Inter-Agency Security Management Network's Working Group on Security Training;

(e) Evaluating, validating and reviewing security training policy and measuring its ongoing relevance against established standards and policies, to ensure it meets the needs of the United Nations Security Management System.

8.3 The Critical Incident Stress Management Unit is headed by a Chief, who is accountable to the Chief of the Service. The core functions of the Critical Incident Stress Management Unit include:

(a) Developing and implementing a comprehensive United Nations policy regarding the management of critical incident stress, including gender-specific requirements;

(b) Ensuring inter-agency coordination regarding critical incident stress management;

(c) Providing a rapid professional response to critical incidents involving personnel in the organizations of the United Nations Security Management System;

(d) Providing or facilitating the provision of critical incident stress management training for United Nations personnel in the organizations of the United Nations Security Management System;

(e) Maintaining a roster of stress counsellors available for deployment, as required;

(f) Researching, assessing and monitoring factors that may lead to stress-related problems in the field;

(g) Chairing the Inter-Agency Security Management Network's Working Group on Critical Incident Stress Management.

8.4 The Aviation Risk Management Office is headed by an Aviation Risk Management Officer, who is accountable to the Chief of the Service. The core functions of the Aviation Risk Management Office include:

(a) Providing advice to all actors in the United Nations Security Management System on the relative safety of commercial scheduled airlines;

(b) Developing a methodology and process to evaluate airlines, taking into consideration the unique circumstances and travel habits of the members of the United Nations common system;

(c) Developing a process to assess airlines, as requested by the United Nations Security Management System.

8.5 The Crisis Management Information Support Section is headed by a Chief, who is accountable to the Chief of the Service. The core function of the Crisis Management Information Support Section is managing systems, including an automated security clearance mechanism for the travel of United Nations system personnel and information management tools that provide security-related information to security professionals, security management teams and United Nations system personnel worldwide.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on the date of its issuance.

9.2 The Secretary-General's bulletin of 1 June 1998, entitled "Organization of the Office of Central Support Services" (ST/SGB/1998/11, section 5, Security and Safety Service), is hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General